Step 1. From the Career Center “Students” page, click the OwlNetwork to sign in.

Step 2. Log in to the OwlNetwork and click “Jobs/Internships” drop down menu and select “OwlNetwork Jobs/Internships”
Step 3. You will be taken to a list of all job listings. To narrow the search to OCI only, click advanced search and select “All OCI Job/Internship Listings”.

Step 4. If there are positions that you do not qualify for, click the job title to view more details.
Step 5. On the right side of the page you will see Application Status. The most common reasons students to not qualify:

- The resume submission has not started yet
- You do not match the employers desired Applicant Type (ex. The employer posted a full-time position and you are searching for internships)
- You do not match the employers GPA requirements
- You do not match the employers Degree Level
- You do not match the employers Work Authorization

*All employer job criteria is listed at the bottom right side of the page.*
Step 6. Check your student account to make sure it has been completed.

Step 7. To apply to a job, click the Apply button.
Step 8. Select the resume you want submitted and hit Submit.

Step 9. You will then see a message with additional instructions to apply directly on the employers' website as well as receive a confirmation email from recruit@temple.edu.
Step 10. If the employer has invited you to sign up for an interview time, you will see a message on the home page of your Owlnetwork account. Select Schedule Your Interview to choose a time.
Step 11. Click on invited.

Step 12. Click Schedule Interview
Step 13. Select an interview time and hit submit.

Step 12. You will see your confirmed time under Schedule Interviews.